

# **California School-Based MAA Manual**

## **SECTION 1**

### **How to Use This Manual**

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## **How to Use This Manual**

This School Manual contains the policies and procedures that school claiming units must follow to submit a Grid and invoice to DHS for reimbursement of the costs of performing MAA. The School Manual also lists audit requirements. When this manual is revised, the effective date of the revision will be indicated at the bottom of each updated page.

The School Manual is your primary reference for information about MAA program participation requirements. You should consult this manual before seeking other sources of information.

For the purposes of this manual, the term Local Educational Consortium (LEC) represents the one school district or County Office of Education (COE) within each region holding a contract with DHS to coordinate the MAA program for school districts and county offices within its region. The Local Educational Agency (LEA) represents the claiming unit, which is typically a school district, or program within a district or COE like Healthy Start, Special Education, or California School-Age Families Education (Cal-SAFE). The term Local Governmental Agency (LGA) is included with LECs when an LEA contracts with the LGA to invoice for MAA. Therefore, MAA school-based claiming policies and procedures apply to LECs, LEAs, and LGAs.

## **Organization**

The School Manual is organized into four topic areas:

- (Section 1)      How to Use This Manual
- (Section 2)      Medi-Cal Background
- (Sections 3-11) MAA Policies and Procedures
- (Appendices)   Appendices A, B, and C.

## **Numbering System**

The bottom of each page has a unique number that identifies the section and page. For example, the number 2-1 indicates Section 2, page 1. The numbering system is designed to easily accommodate additions and deletions when the School Manual is updated.

## **Policy and Procedure Letters**

When changes occur in the MAA program or when policies or procedures require clarification, DHS will issue Policy and Procedure Letters (PPLs). The language in the PPLs will be incorporated into the annual revision of the School Manual. Changes in federal requirements are reflected in the School Manual every fiscal year based on the State's approved process. The School Manual represents the California method of meeting federal requirements and applies to the applicable fiscal year being claimed.

## **School Manual Replacement Pages**

**Annually**, DHS issues updates and replacement pages for the School Manual. All School Manual replacement pages are dated. Each bulletin contains specific instructions for updating your School Manual. It is important to insert or replace School Manual pages when they arrive. This will ensure that your School Manual contains all current information. Pages that have been replaced should be maintained in a separate audit file. Replacement pages and the current School Manual can be found online at [www.dhs.ca.gov/maa](http://www.dhs.ca.gov/maa).

## **Telephone Inquiries**

If you have any questions about the contents of your School Manual, please contact your LEC/LGA Coordinator.